



Planning Stage: Copying Objectives from 2013 to 2014

This job aid is designed to provide instructions for copying objectives from the 2013 Objective Plan to the 2014 Objective Plan. The copying objectives functionality eliminates duplicate data entry if there are objectives you worked on in 2013 that are ongoing responsibilities in 2014.

Step Actions:

- 1) Navigate to the **Objectives** page. You can access this page by clicking on **Objectives** in the **Links for Planning Phase** tile on the ACES home page or clicking the down arrow to the right of the word **Home** in the upper left corner of screen and selecting **Objectives**.
- 2) In upper right corner of page, in the **Switch Plan** area select **2014 Career Growth Objectives** or **2014 Manager Objectives**.
- 3) Click the **Copy objective from prior year's objective plan** button. A pop-up box will appear prompting you to select the radio button next to the objective plan from which you would like to copy (choose 2013 Career Growth Objectives or Commonwealth of MA – 2012 which are Manager Objectives from the 2013 form). Click the **Next** button in lower right corner of the pop-up box.
- 4) On the next screen, click the box(es) to the left of the objective(s) you would like to appear in your 2014 form. Click the **Copy** button in lower right corner of the pop-up box. The objective(s) will now appear on the applicable 2014 Objective Plan and the 2014 ACES form.

NOTE: Click on the text of the objective to make changes and updates to make the objective reflect the work to be done in 2014. A pop-up window appears and you can make your edits. When you are finished, click the **Save Changes** button in lower right corner of the screen; the updated objective will appear in applicable 2014 Objective Plan and the 2014 ACES form.